



U.S. CONSULATE, HYDERABAD, INDIA

VACANCY ANNOUNCEMENT NUMBER: HYA-PAO-08-003

The U.S. Consulate in Hyderabad is seeking an individual for the position of Information Specialist in the Public Affairs Office (PAO).

Only applicants who are selected for the interview will be contacted.

OPEN TO: All Interested Candidates

POSITION: Information Specialist, HYA-730001
(Personal Services Agreement)

OPENING DATE: January 13, 2009

CLOSING DATE: January 20, 2009

WORK HOURS: Full-time; 40 hours/week

SALARY: EFM/NOR: Grade: FP-05 (Steps 5 thru 14)*

Ordinarily Resident: Grade: FSN-10*

*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTABLE.

BASIC FUNCTION OF POSITION

- The Information Specialist (IS) serves as principal media advisor for the U.S. Consulate Hyderabad. S/he maintains medium and high-level media contacts in Andhra Pradesh, to

include print as well as television, radio as well as local websites in English and other local languages such as Urdu and Telugu, to advance U.S. interests and goals by informing the public about U.S. policies, to undercut disinformation and to correct misperceptions.

- His/her contacts will also serve as information sources to understand local trends in attitudes and responses to U.S. policies.
- S/he prepares analyses and keeps the Public Affairs Officer (PAO), the Consul General and other Mission staff informed of significant developments reported in the press.
- S/he plans and directs media outreach programs (including electronic dissemination of USG materials) designed to support and promote USG policies among key audiences. Supervises Media Assistant/Webmaster.

MAJOR DUTIES AND RESPONSIBILITIES

- Based on expert knowledge of both the media of Andhra Pradesh and national outlets, and from personal contact with local print and television journalists, editorialists, owners and managers, local internet writers, political talk show hosts and other analysts, the incumbent designs and carries out programs and activities to ensure that these groups are briefed and have access to information on issues that enhance the bilateral relationship and that explain and advance USG policies. Advises and informs the PAO as well as recommending appropriate public diplomacy programs and activities to engage the press.
- Regularly briefs the PAO on developments in India and Andhra Pradesh which affect public opinion on issues that concern U.S. interests and objectives in India. Monitors and reports on publications of political groups. Prepares analytical reports on these issues and trends for distribution throughout the Consulate and appropriate offices of Embassy New Delhi and Washington. Prepares briefing papers for senior visiting officials, and drafts questions they may be asked by the media.
- Compiles items in local press to distribute to the Consulate staff and to New Delhi for inclusion in the Early Edition, Mission India's morning news summary. Drafts Consulate press releases and ensures final product is disseminated widely and in a timely manner. Engages in direct media outreach by selecting and editing South Asia-

related items from the daily Washington File and forwards them via email (as "Washington Statements") to key Mission elements and selected contacts. The incumbent coordinates Public Affairs use of mobile phone technology to deliver Mission news content to journalists and the general public. Regularly reports changes in the print and electronic media to keep Public Affairs contact list accurate and up-to-date.

- Plans and executes press conferences related to Public Affairs programs and Consulate events; recommends most effective media treatment and placement and identifies influential individuals whose attendance would be important to the success of the activity. Advises PAO on the selection of journalists to invite to policy briefings by the Ambassador, the Consul General or other USG officials. Arranges press coverage for Embassy officials and visiting American program participants. Identifies and nominates candidates for the International Visitor Leadership Program and other appropriate USG training and exchange programs. Ensures that upon their return grantees are involved fully in follow-on activities. Coordinates with Cultural Specialist, USAID and other Mission sections to meet their media needs as requested. Supervises Information Assistant (Electronic Media/Website).

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education: A university degree in political science, economics, journalism, international relations or related fields is required. Specialized training or work experience in journalism is required.

b. Prior Work Experience: Minimum five years experience required in journalism, communications, broadcasting or a related field is necessary.

c. Language Proficiency: Level IV (fluent) in written and spoken English is necessary. Level IV in Hindi, Urdu or Telugu.

d. Job Knowledge: A thorough familiarity with India's complex and diverse media establishment, as well as political, social, economic, religious and educational structures is essential. Knowledge of key media, political, business, and cultural figures is necessary. A broad understanding of U.S. policies, goals and concerns is important, as is full familiarity with Public Diplomacy programs, processes and functioning.

f. Skills, and Abilities: The ability to develop and maintain mid-level and high-level contacts within the media, government, and NGOs is essential. Ability to advise the PAO on media trends and reactions, placement and coverage of Public Affairs and USG pieces is critical as is appropriate media events planning for high-level visitors, the Ambassador and the Consul General. Very strong intellectual, analytical, drafting and communication skills are essential, as is sound professional and political judgment. The capability and creativity to effectively communicate U.S. interests is necessary.

SELECTION PROCESS

Qualified Eligible Family Members and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

Interested applicants for this position should submit the following:

1. **Curriculum Vitae with cover letter highlighting the skills and experience rendering the applicant suitable for the particular job.**
2. **Candidates who claim U.S. Veterans preference must provide a copy of DD-214 with their application**

SUBMIT APPLICATION TO

HR OFFICE

American Consulate General Hyderabad

Paigah Palace, 1-8-323, Chiran Fort Lane

Begumpet, Secunderabad-500 003

Andhra Pradesh, INDIA

or E-mail: HyderabadVacancies@state.gov

Please insert **"VA# HYA-PAO-08-003"** (Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the Subject announcement must be received in the Human Resources Office by close of business **January 20, 2009.**

Cleared by: PAO - Juliet Wurr
Approved by: MO - Wboyle

AN EQUAL OPPORTUNITY EMPLOYER